

Registered number: 02611510
Charity number: 1003061

SUFFOLK MIND
(A company limited by guarantee)

TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019

SUFFOLK MIND
(A company limited by guarantee)

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**REFERENCE AND ADMINISTRATIVE DETAILS OF THE COMPANY, ITS TRUSTEES AND ADVISERS
FOR THE YEAR ENDED 31 MARCH 2019**

Trustees

Ian White, Chair
Tim Mutum, Vice-chair
Alan Hanson, Treasurer
Ciara Scallon
Dr Emma Brierly
Nigel Suckling
Julian Tyndale-Biscoe
Colin Hopkins (appointed on 30/04/2019)
Leanne Thorndyke (appointed on 30/04/2019)

Company registered number

02611510

Charity registered number

1003061

Registered office

Quay Place, Key Street, Ipswich, Suffolk, IP4 1BZ

Company secretary

Linda Phelan

Chief executive officer

Jon Neal

Independent auditors

Larking Gowen LLP, 1 Claydon Business Park, Great Blakenham, Ipswich, IP6 0NL

Bankers

Barclays Bank Plc, 691 Woodbridge Road, Ipswich, Suffolk, IP4 4NA

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TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2019

The Trustees present their annual report together with the audited financial statements of the group and the company for the year 1 April 2018 to 31 March 2019. The Trustees confirm that the Annual Report and financial statements of the company comply with the current statutory requirements, the requirements of the company's governing document and the provisions of the Statement of Recommended Practice (SORP), applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) as amended by Update Bulletin 1 (effective 1 January 2015).

Since the company qualifies as small under section 383, the strategic report required of medium and large companies under The Companies Act 2006 (Strategic Report and Director's Report) Regulations 2013 is not required.

Suffolk Mind is a registered company, limited by guarantee, and a charity registered with the Charity Commission. The charity is governed by its Memorandum and Articles of Association adopted on 16 May 1991 and amended on 31 January 2019. The objects for which Suffolk Mind is established are to promote and protect mental well being and to support and assist those experiencing mental ill health.

Strategy and Objectives

Our overarching goal

We want to make Suffolk the best place in the world for talking about and taking care of mental health.

Our priorities

- Diversify our income base to achieve financial sustainability while investing reserves in value adding activities
- Retain, recruit, develop and empower a highly talented board and team of staff and volunteers to enable us to achieve our mission and remain a viable sustainable charity underpinned by effective governance
- Provide safe, effective, clinically compliant services, across the mental health continuum, that enable people to make a life that works, and provide excellent value for money for those who fund them
- Deliver an education and training programme – online, through schools, businesses, statutory services and elsewhere – to introduce the emotional needs & resources model and prevent mental ill-health
- Constantly evaluate, review and refine our services to ensure they are of the highest possible quality

Our values

- We strive for quality – wanting to have the best people to create and deliver outstanding services for the people who use them
- We are creative – never accepting that the way things are currently done needs to be the way things continue
- We are positive and realistic – the resources of the public sector are stretched, so we can't rely on funding from that source. But we can be more efficient, delivering the greatest impact possible with the resources we can find
- We commit to treating our staff, and the people that use our services, with respect – responding to their needs, helping them make a life that works as much as we can, and valuing their contribution

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TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2019

Our approach to mental health

All of us have mental health, just as we have physical health. Both are equally important and anyone can become mentally unwell if they are unable to meet their physical and emotional needs. We are all on the mental health continuum – and we move up and down it depending on how we cope with the challenges of life and the stresses that it creates. Suffolk Mind works across the continuum, from wellbeing to 'severe and enduring' mental ill-health, providing support & information for everyone.

Our services and products are based upon an 'organising idea' that we all have physical and emotional needs and a set of skills and resources that we're born with to meet those needs. This is referred to as the Emotional Needs & Resources Model. We recognise 12 physical and emotional needs: attention, control, emotional connection, respect, food and drink, achievement, sleep, security, community, meaning and purpose, privacy and movement.

Public Benefit

The trustees confirm that they have complied with the duty in section 17 of the Charities Act 2011 to have due regard to the Charity Commission's general guidance on public benefit. Suffolk Mind provides residential and support services for those with higher needs plus a range of services in the community.

Our online presence has gone from strength to strength with an increase to 10,000 visitors to our website per month and a steady increase on our social media sites to 3000 in March 2019.

Quay Place has built up a solid audience over the past year and has an average of 1400 visitors and 950 new website visitors per month, 587 Facebook likes and 682 followers on twitter.

Activities, Achievement and Performance

Our wide range of therapeutic services and training enable everyone to understand mental wellbeing and help to improve or maintain their own. Skills learned can also help people to support others. This knowledge can be applied at both home and work to help everyone to get the best from your life and to feel happier and healthier.

During the year all services remained well run and safe with good outcomes.

Housing

Our aim is to provide supported accommodation to ensure a successful tenancy for those that have suffered mental illness. Our housing services embrace recovery approaches for mental health and wellbeing; a holistic, enabling, person centred approach to mental distress, disadvantage and social exclusion.

Montrose House is a residential care home for residents with long term mental health needs. It has been rated as Outstanding by the Care Quality Commission and in 2017 won Care Service of the Year. Montrose House staff provide 24 hour care and support tailored to the needs of the individual including support with personal care (washing/dressing) and medication. Meals are provided with residents encouraged to help themselves to drinks, snacks and light meals to maintain their independence. Staff work closely with the local mental health teams, GP surgery and other health professionals to ensure residents emotional and physical needs are met.

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TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2019

Six sites in the Suffolk Coastal area provide housing and recovery support to individuals who have experienced mental health issues and may have spent time in hospital. Staff are able to support tenants in various social activities including, tenants meetings, communal meals, gardening, walks and picnics at local nature reserves. Tenants can also be supported to attend college courses, to find voluntary work and to seek opportunities to find meaningful activities that help promote their recovery. The service is not intended to provide long-term support and when tenants feel ready they will be supported to move-on to their own flat or home, usually within two years or less. We also run a floating support service and help tenants to setup and run peer group activities.

The Green Road service in Cambridgeshire provides housing and support services to individuals with enduring mental health issues. Tenants have their own flats. Support staff are available on-site and provide high levels of one-to-one support with all aspects of daily living such as cooking, shopping and budgeting as well as providing emotional support. The Green Road service contains a small Care Quality Commission registered care element which allows staff to offer personal care to service users assessed as needing it.

Community Services

Suffolk Mind runs a wide range of services in the community, for individuals, groups and organisations. In 2018 /19 these services included:

Anger Management
Anxiety Management
Children and Young People's services
Counselling
Eating Recovery
Green Care
SAGES – a joint project with Suffolk Libraries and Suffolk Family Carers
Suffolk Night Owls
Suffolk Work Well
Waves
Workplace Wellbeing

During 2018/19 more than 6500 individuals used our services. We had 69 active volunteers who donated 6100 hours of their time and 898 supporters signed up as Friends of Suffolk Mind.

All of our services are evaluated by our clients. In 2018/19 significant highlights were

- 98% of people using our counselling services reported an improvement to wellbeing
- 91% of those attending our courses would recommend them to others
- 98% positive feedback from Workplace Wellbeing clients; 87% have used the content one month later
- Suffolk Night Owls took more than 4,500 calls, texts and emails.
- 43 clients attended our Waves programme for those with a personality disorder. Additional funding has been approved to extend the service in 2019/20 and beyond
- Our new service, Suffolk Work Well, was launched to help people find and retain employment
- Green Care opened a new allotment in Ipswich making a total of five around the county
- Our 0300 111 6000 number handled 4647 calls and 3072 emails

Fundraising

Charity of the Year

Suffolk Mind was Charity of the Year for seven organisations who raised £37,000 in unrestricted funds for us to use towards delivering and developing services to improve the mental wellbeing of people across our county.

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TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2019

Red January

380 supporters of Suffolk Mind took part in 'Red January', a national Mind initiative, walking, running, cycling or swimming every day for 31 days to improve their physical and mental wellbeing and raising £8000 for our charity.

For more information on our services please visit our website Suffolk Mind Services at <https://www.suffolkmind.org.uk/services/> and see our Impact Report at <https://www.suffolkmind.org.uk/about-us/>.

Structure, governance and management

Organisational structure

The charity's board of trustees meets four times a year, with additional meetings if necessary. The board is responsible for strategic direction, for ensuring proper governance of Suffolk Mind's activities and for risk management.

Trustees are recruited through a rigorous process of advertisement, shortlisting and interview by the Chief Executive and two trustees. All trustee appointments are ratified by the full board. New trustees have a period of induction. All trustees attend our Suffolk Needs Met courses and receive additional training relevant to their role.

A paid Chief Executive is appointed by the trustees to manage the day-to-day operations of the charity. The board expects the Chief Executive to take both strategic and operational decisions based on its formal ratification of the annual business plan and the budget. The board requires that all decision-making will be within the remit of Suffolk Mind's objectives and policies as set out in the charity's Scheme of Delegation.

Pay policy for senior staff

Suffolk Mind is committed to ensuring that all jobs are consistently evaluated and a job evaluation policy is in place to ensure that the process is both equitable and transparent, irrespective of the size or level of the job role. Remuneration levels have been benchmarked against similar roles in the sector. This ensures that all staff, including the senior leadership team, are paid at the appropriate level for the role, capability and performance. The CEO approves remuneration of the senior management team and the Board approves the CEO's remuneration package.

Related parties: National Mind

Suffolk Mind is one of more than one hundred local Minds accredited by Mind, a national charity committed to promoting better mental health. Every three to five years Suffolk Mind is re-accredited following a self-assessment and inspection process.

The charity has a wholly owned subsidiary, Suffolk Mind (Trading) Limited. This company remained dormant for the duration of the year.

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TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2019

Financial review

a. Going concern

After making appropriate enquiries, the trustees have a reasonable expectation that the company has adequate resources to continue in operational existence for the foreseeable future. For this reason they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the Accounting Policies.

b. Financial position

Trustees receive regular reports on the charity's financial position.

In 2018 – 2019 Suffolk Mind recorded a surplus of £ 124,811.

Funding for the charity's activities comes from a variety of sources, principally Suffolk County Council, NSFT and Cambridgeshire CCG enabling Suffolk Mind to provide housing and other support services. Suffolk Mind continues to diversify income sources in line with one of its strategic objectives.

c. Principal risks and uncertainties

Trustees regularly review the charity's risk position and compliance with relevant regulatory and statutory requirements. The Trustees have assessed the major risks to which Suffolk Mind is exposed, in particular those related to the operations and finances of the company, and are satisfied that systems and procedures are in place to mitigate our exposure to the major risks.

d. Reserves policy

The trustees review the reserves policy annually and have set aside reserves to protect the continuity of the charity's work in the event of a shortfall in income, to replace assets when required and to provide the capital to deliver our strategic plan in line with expectations and needs for the year ahead. The service income protection reserve of £900,000 represents a minimum of three months' operating expenditure to ensure continuity in the event of funding cuts. The organisational development reserve represents the amounts expected to be needed to support Suffolk Mind's strategy and it now stands at £100,000. Specific reserves are also held to fund asset maintenance and replacement, building repairs and further investment in Quay Place and amount to £246,534. Restricted reserves at the year end amount to £336,267 with total reserves of £1,600,485.

e. Material investments policy

The investment policy sets out the purposes for which Suffolk Mind makes and retains investments. The key factors that are taken into account are risk and liquidity. Trustees ensure that Suffolk Mind has sufficient liquid reserves to meet short term needs and invest surplus funds elsewhere to provide the charity with security of capital and a reasonable degree of liquidity.

Due to the uncertainties presented by Brexit and market volatility during 2018-19, the trustees moved all investments into cash. This decision remains under review. The cash holding as at 31 March 2019 was £1,430,656.

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TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2019

Plans for future periods

We plan to continue to grow our services and extend our reach to help more people across our county and beyond. In 2019/20 we plan to:

- expand our Waves service to run from a third site in Felixstowe
- extend our Suffolk Night Owls service to run seven nights each week (currently four)
- increase the number of counsellors to 30 from 16
- deliver Workplace Wellbeing training to twice as many organisations as in 2018/19
- launch a new service Trans Evolve for Transgender and Non-Binary clients
- recruit a fundraising team to look at alternative sources of income to diversify our reliance on traditional funding

Trustees' responsibilities statement

The Trustees (who are also directors of Suffolk Mind for the purposes of company law) are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year. Under company law the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

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TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2019

Disclosure of information to auditors

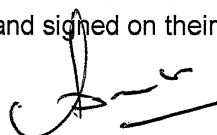
Each of the persons who are Trustees at the time when this Trustees' report is approved has confirmed that:

- so far as that Trustee is aware, there is no relevant audit information of which the charitable company's auditors are unaware, and
- that Trustee has taken all the steps that ought to have been taken as a Trustee in order to be aware of any relevant audit information and to establish that the charitable company's auditors are aware of that information.

This report was approved by the Trustees, on 23/07/19 and signed on their behalf by:



Tim Mutum
Trustee



Alan Hanson
Trustee

SUFFOLK MIND
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INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF SUFFOLK MIND

Opinion

We have audited the financial statements of Suffolk Mind (the 'charitable company') for the year ended 31 March 2019 set out on pages 12 to 31. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2019 and of its incoming resources and application of resources, including its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the United Kingdom, including the Financial Reporting Council's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the Trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

SUFFOLK MIND
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INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF SUFFOLK MIND

Other information

The Trustees are responsible for the other information. The other information comprises the information included in the Annual report, other than the financial statements and our Auditors' report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinion on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Trustees' report for the financial year for which the financial statements are prepared is consistent with the financial statements.
- the Trustees' report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of our knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of Trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the Trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the Trustees' report and from the requirement to prepare a Strategic report.

SUFFOLK MIND
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INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF SUFFOLK MIND

Responsibilities of trustees

As explained more fully in the Trustees' responsibilities statement, the Trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditors' responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an Auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our Auditors' report.

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an Auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and its members, as a body, for our audit work, for this report, or for the opinions we have formed.



Joanne Fox BA FCA (Senior statutory auditor)

for and on behalf of

Larking Gowen LLP

Chartered Accountants
Statutory Auditors

1 Claydon Business Park
Great Blakenham
Ipswich
IP6 0NL
29 July 2019

SUFFOLK MIND
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**STATEMENT OF FINANCIAL ACTIVITIES INCORPORATING INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2019**

	Note	Unrestricted funds 2019 £	Restricted funds 2019 £	Total funds 2019 £	<i>As restated Total funds 2018 £</i>
Income from:					
Donations and legacies	2	210,653	2,100	212,753	96,515
Charitable activities	3	2,008,089	358,222	2,366,311	2,071,115
Investments	4	4,355	-	4,355	2,121
Other income	5	66,742	-	66,742	78,506
Total income		2,289,839	360,322	2,650,161	2,248,257
Expenditure on:					
Other charitable activities		2,440,205	119,865	2,560,070	2,615,433
Total expenditure		2,440,205	119,865	2,560,070	2,615,433
Net income / (expenditure) before investment gains					
		(150,366)	240,457	90,091	(367,176)
Net gains on investments	14	34,720	-	34,720	17,659
Net income / (expenditure) before transfers		(115,646)	240,457	124,811	(349,517)
Transfers between Funds	18	(12,641)	12,641	-	-
Net income / (expenditure) before other recognised gains and losses		(128,287)	253,098	124,811	(349,517)
Net movement in funds		(128,287)	253,098	124,811	(349,517)
Reconciliation of funds:					
Total funds brought forward		1,392,505	20,688	1,413,193	1,749,331
Prior year adjustment (Note 17)		-	62,481	62,481	75,860
Total funds carried forward		1,264,218	336,267	1,600,485	1,475,674

The notes on pages 15 to 31 form part of these financial statements.

SUFFOLK MIND
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REGISTERED NUMBER: 02611510

BALANCE SHEET
AS AT 31 MARCH 2019

	Note	£	2019 £	£	<i>As restated</i> 2018 £
Fixed assets					
Tangible assets	13		258,167		282,954
Investments	14		1		473,081
			258,168		756,035
Current assets					
Debtors	15	217,645		114,238	
Cash at bank and in hand		1,430,656		844,078	
			1,648,301	958,316	
Creditors: amounts falling due within one year	16	(305,984)		(238,677)	
Net current assets			1,342,317		719,639
Net assets			1,600,485		1,475,674
Charity Funds					
Restricted funds	18		336,267		83,169
Unrestricted funds	18		1,264,218		1,392,505
Total funds			1,600,485		1,475,674

The company's financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved and authorised for issue by the Trustees on 23/07/2019 and signed on their behalf, by:


Alan Hanson
Treasurer

The notes on pages 15 to 31 form part of these financial statements.

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STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 MARCH 2019

	Note	2019 £	2018 £
Cash flows from operating activities			
Net cash provided by/(used in) operating activities	20	78,719	(366,948)
Cash flows from investing activities:			
Dividends, interest and rents from investments		4,355	2,121
Purchase of tangible fixed assets		(4,296)	(56,231)
Proceeds from sale of investments		592,438	743,790
Purchase of investments		(84,638)	-
Net cash provided by investing activities		507,859	689,680
Change in cash and cash equivalents in the year			
Cash and cash equivalents brought forward		844,078	521,346
Cash and cash equivalents carried forward	21	1,430,656	844,078

The notes on pages 15 to 31 form part of these financial statements.

SUFFOLK MIND
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019

1. Accounting policies

1.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Suffolk Mind meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

The Trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

1.2 Company status

The company is a company limited by guarantee. The members of the company are the Trustees named on page 1. In the event of the company being wound up, the liability in respect of the guarantee is limited to £1 per member of the company.

1.3 Consolidation

The financial statements do not consolidate the results of the charity and its wholly-owned subsidiary Suffolk Mind (Trading) Limited. Suffolk Mind (Trading) Limited is a dormant company and therefore the company has adopted the exemption from preparing consolidated accounts.

1.4 Income

All income is recognised once the company has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Grant income is included when the related conditions for the grant have been met.

For legacies, entitlement is taken as the earlier of the date on which either: the company is aware that probate has been granted, the estate has been finalised and notification has been made by the executor(s) to the Trust that a distribution will be made, or when a distribution is received from the estate. Receipt of a legacy, in whole or in part, is only considered probable when the amount can be measured reliably and the company has been notified of the executor's intention to make a distribution. Where legacies have been notified to the company, or the company is aware of the granting of probate, and the criteria for income recognition have not been met, then the legacy is treated as a contingent asset and disclosed if material.

Donations are credited to the revenue account when received. The charity received the benefit of work carried out by volunteers but no monetary value is placed upon this in the accounts.

All other income is accounted for on a receivable basis.

SUFFOLK MIND
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019

1. Accounting policies (continued)

1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Support costs are those costs incurred directly in support of expenditure on the objects of the company and include project management carried out at Headquarters. Governance costs are those incurred in connection with administration of the company and compliance with constitutional and statutory requirements.

All expenditure is accounted for on an accruals basis. Direct charitable expenditure includes the direct costs of the activities and depreciation on related assets. Where costs relate to more than one functional cost category, they have been apportioned as a percentage of staff employed on the relevant service.

1.6 Tangible fixed assets and depreciation

All assets costing more than £3,000 are capitalised. Properties are valued at cost, or at open market valuation at the time of receipt when acquired without consideration, less the sale proceeds of any part-disposals plus expenditure of a capital nature.

Tangible fixed assets are carried at cost, net of depreciation and any provision for impairment. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Freehold property (including improvements)	-	No depreciation is provided where, in the opinion of the Trustees, the estimated residual value is in excess of the net book value.
Long-term leasehold property	-	over 5 years straight line
Motor vehicles	-	over 7 years straight line
Fixtures and fittings	-	over 3 to 5 years straight line

1.7 Investments

Fixed asset investments are a form of financial instrument and are initially recognised at their transaction cost and subsequently measured at fair value at the Balance sheet date, unless fair value cannot be measured reliably in which case it is measured at cost less impairment. Investment gains and losses, whether realised or unrealised, are combined and shown in the heading 'Gains/(losses) on investments' in the Statement of financial activities incorporating income and expenditure account.

SUFFOLK MIND
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019

1. Accounting policies (continued)

1.8 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the company; this is normally upon notification of the interest paid or payable by the Bank.

1.9 Operating leases

Rentals under operating leases are charged to the Statement of financial activities incorporating income and expenditure account on a straight line basis over the lease term.

1.10 Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

1.11 Cash at Bank and in hand

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

1.12 Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Liabilities are recognised at the amount that the company anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide. Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised within interest payable and similar charges.

1.13 Pensions

The company contributes to the charity's stakeholder pension scheme and the multi-employer pension schemes of the National Health Service (for those staff members previously employed by the National Health Service). Details of these contributions are given in Note 22.

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019

1. Accounting policies (continued)

1.14 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the company and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the company for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

2. Income from donations and legacies

	Unrestricted funds 2019 £	Restricted funds 2019 £	Total funds 2019 £	<i>Total funds 2018 £</i>
Donations	118,087	2,100	120,187	<i>94,424</i>
Legacies	92,566	-	92,566	<i>2,091</i>
	<hr/>	<hr/>	<hr/>	<hr/>
Total donations and legacies	210,653	2,100	212,753	<i>96,515</i>
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
<i>Total 2018</i>	<i>96,515</i>	<i>-</i>	<i>96,515</i>	
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	

SUFFOLK MIND
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019**

3. Analysis of income from charitable activities

	Unrestricted funds £	Restricted funds £	2019 £	<i>As restated</i> 2018 £
Housing Services	1,710,619	-	1,710,619	1,728,092
Personality Disorder Services	83,849	-	83,849	76,000
Courses and workshops	-	24,285	24,285	25,084
Peer Support Network	-	-	-	5,917
Qu'ran and emotional health education	103	29	132	1,533
Healthy Mind Counselling	35,407	10,094	45,501	38,575
Volunteering	-	49,290	49,290	15,710
Suffolk Night Owls	73,000	-	73,000	73,000
Workplace Wellbeing	99,808	1,000	100,808	72,630
Ecotherapy	-	-	-	15,701
Quay Place restoration work	-	261,477	261,477	17,781
Quay Place	3,303	958	4,261	1,092
Green Care	-	592	592	-
Service Development	2,000	10,497	12,497	-
Total	2,008,089	358,222	2,366,311	2,071,115
<i>Total 2018</i>	<i>1,976,868</i>	<i>94,247</i>	<i>2,071,115</i>	

4. Investment income

	Unrestricted funds 2019 £	Restricted funds 2019 £	Total funds 2019 £	<i>Total</i> <i>funds</i> 2018 £
COIF charity investments	4,280	-	4,280	2,038
Interest received	75	-	75	83
	4,355	-	4,355	2,121
<i>Total 2018</i>	<i>2,121</i>	<i>-</i>	<i>2,121</i>	

SUFFOLK MIND
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019**

5. Other incoming resources

	Unrestricted funds 2019 £	Restricted funds 2019 £	Total funds 2019 £	Total funds 2018 £
Other income	66,742	-	66,742	78,506
<i>Total 2018</i>	78,506	-	78,506	

6. Direct costs

	Basis of Allocation	Activities £	Total 2019 £	As restated Total 2018 £
Training	Direct	20,906	20,906	29,290
Other staff costs	Direct	96,558	96,558	74,996
Maintenance, furniture and equipment	Direct	68,057	68,057	98,608
Rent, rates and utilities	Direct	262,745	262,745	265,875
User related costs	Direct	43,407	43,407	48,511
General administration	Direct	110,855	110,855	185,805
Depreciation	Direct	2,311	2,311	2,223
Quay Place restoration work	Direct	16,147	16,147	31,160
Wages and salaries	Direct	1,456,019	1,456,019	1,492,175
		<u>2,077,005</u>	<u>2,077,005</u>	<u>2,228,643</u>
<i>Total 2018</i>		<u>2,228,643</u>	<u>2,228,643</u>	

Other staff costs include: agency staff; travel; recruitment; and other staff related expenditure.

Maintenance, furniture and equipment include: furniture and equipment costs; servicing; and cleaning expenditure.

Rent, rates and utilities include: heat; light; water; telephone; rent; rates; and maintenance charges from Housing Associations.

User related costs include: catering; residents' welfare; activity expenses; and vehicle running costs.

General administration includes: printing; postage; stationery; professional fees; insurance; services development; IT costs; and bank charges.

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019

7. Support costs

	Basis of Allocation	Activities	Total 2019	Total 2018
		£	£	£
Training	No of staff	2,327	2,327	9,226
Other staff costs	No of staff	21,805	21,805	20,968
Maintenance, furniture and equipment	No of staff	20,596	20,596	15,715
Rent, rates and utilities	No of staff	42,347	42,347	44,494
User related costs	No of staff	1,834	1,834	897
General administration	No of staff	83,339	83,339	91,656
Fundraising costs	No of staff	8,226	8,226	-
Wages and salaries	No of staff	261,397	261,397	178,872
Depreciation	No of staff	10,625	10,625	11,468
		452,496	452,496	373,296
		452,496	452,496	373,296
<i>Total 2018</i>		<i>373,296</i>	<i>373,296</i>	

Other staff costs include: agency staff; travel; recruitment; and other staff related expenditure.

Maintenance, furniture and equipment include: furniture and equipment costs; servicing; and cleaning expenditure.

Rent, rates and utilities include: heat; light; water; telephone; rent; rates; and maintenance charges from Housing Associations.

User related costs include: catering; residents' welfare; activity expenses; and vehicle running costs.

General administration includes: printing; postage; stationery; professional fees; insurance; services development; IT costs; and bank charges.

8. Governance costs

	Unrestricted funds	Restricted funds	Total funds	Total funds
	2019	2019	2019	2018
	£	£	£	£
Auditors' remuneration	9,726	-	9,726	7,860
Insurance	4,214	-	4,214	4,287
Trustee expenses and training	3,310	-	3,310	1,347
Wages and salaries - Company Secretarial	13,319	-	13,319	-
	30,569	-	30,569	13,494
	30,569	-	30,569	13,494

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019**

9. Analysis of expenditure by activities

	Activities undertaken directly 2019 £	Support costs 2019 £	Governance costs 2019 £	Total 2019 £	<i>Total 2018 £</i>
Contracts and grants for the provision of services	2,077,005	452,496	30,569	2,560,070	2,615,433
<i>Total 2018</i>	<u>2,228,643</u>	<u>373,296</u>	<u>13,494</u>	<u>2,615,433</u>	

In 2018, of the total expenditure, £2,498,795 was on unrestricted funds and £116,638 was on restricted funds.

10. Net income/(expenditure)

This is stated after charging:

	2019 £	<i>2018 £</i>
Depreciation of tangible fixed assets:		
- owned by the charity	29,083	26,576
Auditors' remuneration - audit	9,726	7,860
Operating lease rentals	4,188	15,578
	<u>43,000</u>	<u>50,014</u>

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019

11. Staff costs

Staff costs were as follows:

	2019	<i>2018</i>
	£	£
Wages and salaries	1,564,177	<i>1,497,923</i>
Social security costs	117,456	<i>117,843</i>
Other pension costs	49,102	<i>55,281</i>
	<u>1,730,735</u>	<i><u>1,671,047</u></i>

The average number of persons employed by the company during the year was as follows:

	2019	<i>2018</i>
	No.	<i>No.</i>
Average number of employees	93	<i>92</i>

The average monthly number of employees during the year expressed as full time equivalents was as follows (including casual and part-time staff):

	2019	<i>2018</i>
	No.	<i>No.</i>
Average number of employees	58	<i>59</i>

The number of higher paid employees was:

	2019	<i>2018</i>
	No.	<i>No.</i>
In the band £60,001 - £70,000	1	<i>0</i>

12. Trustees' remuneration

During the year 7 Trustees (2018: 6) received reimbursements of personal travel and subsistence expenditure amount to £1,250 (2018: £1,347). The total amount of these expenses outstanding at the year end to trustees was £nil (2018: 2 trustees was £144).

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019**

13. Tangible fixed assets

	Freehold property £	Long-term leasehold property £	Motor vehicles £	Fixtures and fittings £	Total £
Cost					
At 1 April 2018	303,218	72,284	9,247	259,071	643,820
Additions	-	-	-	4,296	4,296
At 31 March 2019	<u>303,218</u>	<u>72,284</u>	<u>9,247</u>	<u>263,367</u>	<u>648,116</u>
Depreciation					
At 1 April 2018	101,853	58,449	3,471	197,093	360,866
Charge for the year	-	3,018	2,312	23,753	29,083
At 31 March 2019	<u>101,853</u>	<u>61,467</u>	<u>5,783</u>	<u>220,846</u>	<u>389,949</u>
Net book value					
At 31 March 2019	<u>201,365</u>	<u>10,817</u>	<u>3,464</u>	<u>42,521</u>	<u>258,167</u>
At 31 March 2018	<u>201,365</u>	<u>13,835</u>	<u>5,776</u>	<u>61,978</u>	<u>282,954</u>

14. Fixed asset investments

	Listed securities £	Unlisted securities £	Total £
Market value			
At 1 April 2018	473,080	1	473,081
Additions	84,638	-	84,638
Disposals	(592,438)	-	(592,438)
Realised profits	34,720	-	34,720
At 31 March 2019	<u>-</u>	<u>1</u>	<u>1</u>

Subsidiary undertakings

The following were subsidiary undertakings of the company:

Name	Holding
Suffolk Mind (Trading) Limited	100%

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019

14. Fixed asset investments (continued)

The aggregate of the share capital and reserves as at 31 March 2019 and of the profit or loss for the year ended on that date for the subsidiary undertakings were as follows:

Name	Aggregate of share capital and reserves	Profit/(loss)
	£	£
Suffolk Mind (Trading) Limited	1	-
	<u> </u>	<u> </u>

15. Debtors

	2019	2018
	£	£
Trade debtors	130,396	59,638
Other debtors	21,807	20,758
Prepayments and accrued income	65,442	33,842
	<u> </u>	<u> </u>
	217,645	114,238
	<u> </u>	<u> </u>

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019**

16. Creditors: Amounts falling due within one year

	2019	<i>As restated</i> 2018
	£	£
Trade creditors	42,023	105,245
Other taxation and social security	30,828	30,872
Other creditors	6,627	9,717
Accruals and deferred income	226,506	92,843
	305,984	238,677
		£
Deferred income		
Deferred income at 1 April 2018		92,843
Resources deferred during the year		161,251
Amounts released from previous years		(92,843)
		161,251
Deferred income at 31 March 2019		161,251

17. Prior year adjustment

In previous years the income and expenditure from Heritage Lottery Fund funding had not been recorded in the Statement of Financial Activities since the commencement of the project in April 2014 but had been carried forward in deferred income due to the nature of the joint arrangement of the profit. Upon further review, it is considered that the income and expenditure which relates to this company needs to be included. This leads to an increase in income of £4,403 and increase in expenditure of £17,782 in the year ended 31 March 2018 and an overall increase of £75,860 to restricted reserves as at 1 April 2017.

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019**

18. Statement of funds

Statement of funds - current year

	Balance at 1 April 2018 <i>As restated</i> £	Income £	Expenditure £	Transfers in/out £	Gains/ (Losses) £	Balance at 31 March 2019 £
Designated funds						
Service Income						
Protection	900,000	-	-	-	-	900,000
Quay Place	114,534	-	-	-	-	114,534
Organisational						
Development Fund	198,000	-	-	(98,000)	-	100,000
Building maintenance, furniture & equipment replacement fund	72,000	-	-	-	-	72,000
Asset replacement fund	60,000	-	-	-	-	60,000
	<u>1,344,534</u>	<u>-</u>	<u>-</u>	<u>(98,000)</u>	<u>-</u>	<u>1,246,534</u>
General funds						
General Funds - all funds	47,971	2,289,839	(2,440,205)	85,359	34,720	17,684
Total Unrestricted funds	<u>1,392,505</u>	<u>2,289,839</u>	<u>(2,440,205)</u>	<u>(12,641)</u>	<u>34,720</u>	<u>1,264,218</u>
Restricted funds						
Courses & Workshops	3,494	24,285	(27,993)	214	-	-
Qu'ran	-	29	(29)	-	-	-
Healthy Mind Counselling	-	10,094	(10,094)	-	-	-
Volunteers	3,528	49,290	(22,575)	-	-	30,243
Workplace Wellbeing	1,813	3,100	(3,100)	-	-	1,813
Community services	1,550	10,497	(7,497)	-	-	4,550
Green project	9,211	592	(22,230)	12,427	-	-
Quay Place	1,092	958	(958)	-	-	1,092
Quay Place restoration works	62,481	261,477	(25,389)	-	-	298,569
	<u>83,169</u>	<u>360,322</u>	<u>(119,865)</u>	<u>12,641</u>	<u>-</u>	<u>336,267</u>
Total of funds	<u><u>1,475,674</u></u>	<u><u>2,650,161</u></u>	<u><u>(2,560,070)</u></u>	<u><u>-</u></u>	<u><u>34,720</u></u>	<u><u>1,600,485</u></u>

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019

18. Statement of funds (continued)

	<i>Balance at 1 April 2017 As restated £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Transfers in/out £</i>	<i>Gains/ (Losses) £</i>	<i>Balance at 31 March 2018 As restated £</i>
Statement of funds - prior year						
Designated funds						
Service Income						
Protection	700,000	-	-	200,000	-	900,000
Quay Place	179,534	-	-	(65,000)	-	114,534
Organisational Development Fund	328,000	-	-	(130,000)	-	198,000
Building maintenance, furniture & equipment replacement fund	72,000	-	-	-	-	72,000
Asset replacement fund	180,000	-	-	(120,000)	-	60,000
	<u>1,459,534</u>	<u>-</u>	<u>-</u>	<u>(115,000)</u>	<u>-</u>	<u>1,344,534</u>
General funds						
General Funds - all funds	248,647	2,154,010	(2,498,795)	126,450	17,659	47,971
Total Unrestricted funds	<u>1,708,181</u>	<u>2,154,010</u>	<u>(2,498,795)</u>	<u>11,450</u>	<u>17,659</u>	<u>1,392,505</u>
Restricted funds						
Peer support network	3,415	5,917	(5,462)	(3,870)	-	-
Dementia	6,381	-	-	(6,381)	-	-
Borderline Personality Disorder Services	1,199	-	-	(1,199)	-	-
Courses & Workshops	250	24,950	(21,706)	-	-	3,494
Qu'ran	-	286	(286)	-	-	-
Healthy Minds Counselling	-	8,010	(8,010)	-	-	-
Volunteers	3,528	15,710	(15,710)	-	-	3,528
Workplace Wellbeing	1,813	4,800	(4,800)	-	-	1,813
Community services	1,550	-	-	-	-	1,550
Green project	23,014	15,701	(29,504)	-	-	9,211
Quay Place	-	14,470	(13,378)	-	-	1,092
Quay Place restoration works	75,860	4,403	(17,782)	-	-	62,481
	<u>117,010</u>	<u>94,247</u>	<u>(116,638)</u>	<u>(11,450)</u>	<u>-</u>	<u>83,169</u>
Total of funds	<u><u>1,825,191</u></u>	<u><u>2,248,257</u></u>	<u><u>(2,615,433)</u></u>	<u><u>-</u></u>	<u><u>17,659</u></u>	<u><u>1,475,674</u></u>

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**NOTES TO THE FINANCIAL STATEMENTS
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Summary of funds - current year

	Balance at 1 April 2018 <i>As restated</i> £	Income £	Expenditure £	Transfers in/out £	Gains/ (Losses) £	Balance at 31 March 2019 £
Designated funds	1,344,534	-	-	(98,000)	-	1,246,534
General funds	47,971	2,289,839	(2,440,205)	85,359	34,720	17,684
	<u>1,392,505</u>	<u>2,289,839</u>	<u>(2,440,205)</u>	<u>(12,641)</u>	<u>34,720</u>	<u>1,264,218</u>
Restricted funds	83,169	360,322	(119,865)	12,641	-	336,267
	<u>1,475,674</u>	<u>2,650,161</u>	<u>(2,560,070)</u>	<u>-</u>	<u>34,720</u>	<u>1,600,485</u>

Summary of funds - prior year

	<i>Balance at</i> 1 April 2017 <i>As restated</i> £	Income £	Expenditure £	Transfers in/out £	Gains/ (Losses) £	<i>Balance at</i> 31 March 2018 <i>As restated</i> £
Designated funds	1,459,534	-	-	(115,000)	-	1,344,534
General funds	248,647	2,154,010	(2,498,795)	126,450	17,659	47,971
	<u>1,708,181</u>	<u>2,154,010</u>	<u>(2,498,795)</u>	<u>11,450</u>	<u>17,659</u>	<u>1,392,505</u>
Restricted funds	117,010	94,247	(116,638)	(11,450)	-	83,169
	<u>1,825,191</u>	<u>2,248,257</u>	<u>(2,615,433)</u>	<u>-</u>	<u>17,659</u>	<u>1,475,674</u>

19. Analysis of net assets between funds

Analysis of net assets between funds - current year

	Unrestricted funds 2019 £	Restricted funds 2019 £	Total funds 2019 £
Tangible fixed assets	258,167	-	258,167
Fixed asset investments	1	-	1
Current assets	1,312,034	336,267	1,648,301
Creditors due within one year	(305,984)	-	(305,984)
	<u>1,264,218</u>	<u>336,267</u>	<u>1,600,485</u>

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NOTES TO THE FINANCIAL STATEMENTS
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19. Analysis of net assets between funds (continued)

Analysis of net assets between funds - prior year

	<i>Unrestricted funds 2018 £</i>	<i>Restricted funds 2018 £</i>	<i>Total funds 2018 £</i>
Tangible fixed assets	282,954	-	282,954
Fixed asset investments	473,081	-	473,081
Current assets	875,147	83,169	958,316
Creditors due within one year	(238,677)	-	(238,677)
	<u>1,392,505</u>	<u>83,169</u>	<u>1,475,674</u>

20. Reconciliation of net movement in funds to net cash flow from operating activities

	2019 £	<i>As restated 2018 £</i>
Net income/(expenditure) for the year (as per Statement of Financial Activities)	124,811	(349,517)
Adjustment for:		
Depreciation charges	29,083	26,576
Gains on investments	(34,720)	(17,659)
Dividends, interest and rents from investments	(4,355)	(2,121)
(Increase)/decrease in debtors	(103,407)	146,995
Increase/(decrease) in creditors	67,307	(141,322)
(Decrease)/Increase in provisions	-	(29,900)
Net cash provided by/(used in) operating activities	<u>78,719</u>	<u>(366,948)</u>

21. Analysis of cash and cash equivalents

	2019 £	<i>2018 £</i>
Cash in hand	<u>1,430,656</u>	<u>844,078</u>
Total	<u>1,430,656</u>	<u>844,078</u>

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22. Pension commitments

The charity contributes to the company's stakeholder pension scheme, the assets of which are held in independently administered funds. Total contributions to the pension scheme during the year are disclosed in note 11.

The company also participates in a multi-employer pension scheme for staff who were previously employed by the National Health Service. The pension liability is the responsibility of the Nation Health Service Pension Scheme. As a result it is not possible to identify the assets and liabilities of the scheme which are attributable to the company. At the year end, contributions totaling £Nil (2018: £Nil) were outstanding.

23. Operating lease commitments

At 31 March 2019 the total of the Charity's future minimum lease payments under non-cancelable operating leases was:

	2019	<i>2018</i>
	£	<i>£</i>
Amounts payable:		
Within 1 year	36,769	<i>33,896</i>
Between 1 and 5 years	55,878	<i>85,780</i>
Total	92,647	<i>119,676</i>

24. Related party transactions

The key management personnel of the charity, comprise the trustees, the Chief Executive Officer, the Head of Operations, the Head of Business Operations, the Head of Mental Health Education and the Head of Support Services. The total employee benefits of the key management personnel of the Charity were £246,985 (2018: £211,021).

There were no other related party transactions during the year.